



# Job description

## Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Senior Advisor

The Senior Advisor provides strategic advice and expertise in regulatory assurance and stewardship including work to develop and adapt frameworks and build regulatory capability across Te Tari Taiwhenua – The Department of Internal Affairs. This will be achieved by:

- Mapping DIA's regulatory systems and regulatory stewardship responsibilities including with system partner agencies and Treasury
  - Developing and implementing frameworks to support DIA business groups to monitor and report on their regulatory systems
  - Providing advice to the Chief Advisor, CE, ELT and Treasury on risks, issues and priorities in regulatory systems administered by DIA.
  - Supporting initiatives to improve regulatory best practice in DIA and the wider regulatory community.
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- **Reporting to:** Chief Advisor Regulatory Assurance and Stewardship
  - **Location:** 45 Pipitea Street, Wellington
  - **Salary range:** Regulatory H

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## What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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## How we do things around here – our principles



### We make it easy, we make it work

- Customer centred
- Make things even better

### We're stronger together

- Work as a team
- Value each other

### We take pride in what we do

- Make a positive difference
- Strive for excellence



**Te Tari Taiwhenua**  
**Internal Affairs**

## Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Providing advice and assurance</b></p> <ul style="list-style-type: none"> <li>Provides advice to enable the Regulatory Assurance and Stewardship unit to provide ELT/Regulatory General Managers with timely and robust advice on opportunities, risks and issues across DIA's regulatory system</li> <li>Provides advice to business groups with responsibility for regulatory systems to monitor and report on their system(s) and scope and initiate improvements</li> <li>Provides robust critical advice to the Chief Advisor and regulatory General Managers on risks and issues in regulatory systems in DIA and on priorities and approach for remedying deficiencies in those systems</li> </ul>	<ul style="list-style-type: none"> <li>ELT develops confidence in the Department's stewardship of our regulatory systems</li> <li>Regulatory General Managers are supported to make improvements in regulatory practice</li> <li>There is improved regulatory assurance and stewardship through embedded best practice</li> </ul>
<p><b>Developing the regulatory stewardship function</b></p> <ul style="list-style-type: none"> <li>Supports the Chief Advisor to identify and map the regulatory systems in DIA including those spanning multiple agencies</li> <li>Supports the Chief Advisor to develop a plan for the first 1-2 years of work including: <ul style="list-style-type: none"> <li>Developing frameworks and guidance for assessing and monitoring DIA's regulatory systems</li> <li>Supporting the implementation of monitoring and assessment processes in DIA systems</li> </ul> </li> <li>Provides advice on the development of best practice in regulatory assurance and stewardship and ensures this informs DIA, frameworks, guidance and materials</li> <li>Identifies key relationships with system partner agencies to assist in regulatory system assessments</li> <li>Provides advice to inform the development and implementation of a stakeholder engagement plan to engage within DIA and externally</li> </ul>	<ul style="list-style-type: none"> <li>Clear baseline view of the current state of our regulatory system developed</li> <li>Active engagement with DIA's regulators and System stakeholders</li> </ul>

What you will do to contribute	As a result we will see
<b>Best practice and quality improvement across the regulatory system</b> <ul style="list-style-type: none"> <li>Provides advice to support the work of regulatory General Managers to develop regulatory strategies and operating models for DIA's regulatory systems</li> <li>Provides a key link to wider government initiatives to build regulatory stewardship capability</li> <li>Supports the Chief Advisor to work with the wider government regulatory community to develop regulatory capability and best practice – eg G-REG</li> <li>Supports and provides advice to regulatory General Managers to develop frameworks and approaches for building regulatory capability across the department</li> <li>Represents the Department in cross-System fora and initiatives with G-Reg, Treasury and other public sector leaders in regulatory stewardship</li> </ul>	<ul style="list-style-type: none"> <li>Advice reflects best practice and direction for regulatory practice</li> <li>Strong working relationships are developed and maintained</li> <li>DIA's regulatory profile is enhanced across the Public Service</li> </ul>
<b>Relationship Management</b> <ul style="list-style-type: none"> <li>Builds, develops and maintains key relationships with regulatory General Managers, managers and staff dealing with the legislative systems to which they are assigned</li> <li>Takes on role of a 'critical friend' and includes engaging with the business unit, providing suggestions, challenge and review.</li> <li>Acts as a liaison with key internal and external stakeholders, aimed at enhancing the integrity and credibility of the regulatory function and ensuring alignment with good practice across the public and private sectors</li> </ul>	<ul style="list-style-type: none"> <li>Timely and accurate provision of advice and services</li> </ul>
<b>Health and safety (for self)</b> <ul style="list-style-type: none"> <li>Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>Report all incidents and hazards promptly</li> <li>Know what to do in the event of an emergency</li> <li>Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>A safe and healthy workplace for all people using our sites as a place of work.</li> <li>Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Advisor, RAS	✓	✓		✓		✓
	Senior Regulatory Leaders across DIA	✓		✓	✓		✓
	Executive Leadership Team	✓			✓		✓
External	G-Reg	✓	✓		✓		✓

Who you will work with to get the job done	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Treasury	✓	✓		✓		✓
Other Public service regulatory leaders	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in providing efficient and effective advisory services in a regulatory environment</li> <li>• Demonstrated experience in systems thinking and working at a whole of organisation and system level</li> <li>• Prior experience building and maintaining strong and effective working relationships</li> <li>• Demonstrated experience in working collaboratively</li> <li>• Demonstrated experience in exercising sound judgement and tact</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of regulatory environment and best practice</li> <li>• Sound understanding of NZ government and parliamentary processes, conventions and functions</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent planning and priority setting skills</li> <li>• Well-developed communication skills, both written and verbal</li> <li>• Ability to make sound judgements and identify and manage risks effectively</li> <li>• Strong organisational skills</li> <li>• Demonstrated well developed self-management skills</li> <li>• Able to prioritise competing</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>deliverables</p> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Relevant tertiary qualification or equivalent experience is required</li></ul>